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2006 CRT and CRT-Alternate Online Demographic Data Verification Tips

- **The CRT data verification window is April 24 - May 18, 2006.**
 - **This information and the testing window disaggregated enrollment submission to OPI are essential for the accurate calculation of your AYP determinations. The disaggregated demographic information for the tested grades on the CRT must match the disaggregated enrollment information for those grades submitted to OPI.**
- Measured Progress sent a memo and a guide for the online data verification to each test coordinator. Included in the memo are the site address and your secure password. Please consult the memo and guide when verifying data. A guide may also be downloaded directly from the web site at the log-in page.
- Start early rather than waiting until the last minute. The HELP desk can get very busy especially close the May 18 deadline.
- You don't have to do it all at once. You can work, submit, and then return and submit again during the window.
- Remember to keep and date a hard copy of your final submission (The PDF has a time stamp embedded in it)
- Do not delete students who were enrolled but did not participate. Students who were ill, expelled, or absent but still enrolled need to remain on the list. Remember, the testing window enrollment data you submitted to OPI for the grades tested and this data need to match.
- Be sure to check for students who didn't have bar code labels; these would be students whose demographic information was hand bubbled.
- If student names are missing, please contact Measured Progress by calling the HELP desk number, 1-888-792-2741. Once Measured Progress locates the student response booklet (SRB), the name will be entered into your online data file. Please give Measured Progress time to locate the booklets. After working with Measured Progress, please go online to verify that the student names are in your file.
- Measured Progress is working hard to process late-arrivals and student response booklets that were hand bubbled that have no or the incorrect school code.

Working together, we can make this a streamlined process resulting in accurate data. Thank you.